



Let's Grow Kids Data Systems Specialist

About Let's Grow Kids

Let's Grow Kids is a nonprofit organization whose mission is to ensure affordable access to high-quality child care for all Vermont families by 2025.

To accomplish this goal, Lets Grow Kids combines child care quality improvement and capacity building with public awareness of, and political will-building for, affordable access to high-quality child care. We nurture partnerships and support community-informed collaborations. We believe philanthropy can catalyze a movement and leverage public investment to address this large-scale social challenge, and we have effectively employed these strategies at the local level community-by-community to achieve statewide results. Our vision is that Vermont is the best place to be a child, to raise a family, to make a living and to build community, because Vermont invests in its kids.

Our culture is dynamic, fast-paced and driven by these core values:

- **Commitment to Children:** We believe that investing in the wellbeing of children birth to five is a catalyst for positive social change.
- **Inclusion:** We are building an organization, movement and system that promote equity and diversity.
- **Collaboration:** We support each other and our partners to realize shared success.
- **Agility:** We adapt readily to our environment to ensure we're in the best position to achieve our goals.
- **Strategy:** We take a focused, coordinated, data-driven approach to achieving our goals.
- **Transparency:** We are intentional about sharing clear and timely information about our work, priorities, mission and values.

Job Summary

Let's Grow Kids (LGK) seeks a motivated, customer-focused and detail-oriented individual to maintain its databases, train and educate staff on internal systems, and provide operational support in its Montpelier Office.

Our ideal candidate is approachable, inquisitive, and patient. This person loves to figure out a new tool/technology/application, and also has an affinity for teaching technology to people with a wide range of skills and interests. Our ideal candidate recognizes the role data and strong systems have in enhancing an organization and thrives in a team environment. If you

have interest in this position and in the mission of Let's Grow Kids, with comparable experience, we encourage you to apply.

Role of Data Systems Specialist

This position will report to the Director of Data & Operations as part of the Operations and Evaluation team, which provides support and integration services across the organization.

The position responsibilities include:

- Coordinate training of staff and continued support on file management and data systems (approximately 40% of effort)
 - Supports staff in effective use of database, file management, communications, accounting and other IT systems
 - Plans and implements ongoing internal trainings in EveryAction, SharePoint, Microsoft Office Suite, and other systems as needed.
 - Documents internal best practices and procedures of systems.
 - Orients new staff to database, accounting, and hardware and software systems
- Coordinate and support databases and systems (approximately 40% of effort)
 - Enters donor and supporter information into database as received
 - Completes weekly data hygiene analyses to uphold a high level of data integrity
 - Checks data and data reports for accuracy and trends, elevating opportunities for more streamlined data
 - Updates internal SharePoint resources and performs data checks and maintenance to ensure accurate and timely information is provided to staff in an easy-to-access manner.
 - Acts as administrator for communication systems (Outlook, Slack, Zoom, SharePoint)
 - Supports teams in ensuring team priorities are accurately reflected in data infrastructure
- Coordinate and ensure smooth operation of Montpelier office (approximately 15% of effort)
 - Maintains office inventory and supplies
 - Maintains relationship with landlord(s), office supply, and maintenance vendors, as needed
 - Processes incoming and outgoing mail
 - Supports hybrid and in-person meetings at the Montpelier office
- Other duties as assigned (approximately 5% of effort)

Qualifications

A well-qualified candidate will possess the following:

- 3 plus years' experience as database coordinator, IT support or equivalent combination of skills and experience.
- Self-motivated, and able to take initiative and work independently.
- Ability to maintain confidentiality and handle sensitive information.
- Strong organizational skills, attention to detail and accuracy.
- Excellent customer service skills and ability to work effectively with staff and vendors.
- Demonstrated ability to take direction from multiple people and handle multiple projects simultaneously.
- Proven commitment to diversity, equity, inclusion, and belongingness.
- Proven computer skills a must, preferably including database management.
- Demonstrated ability to work well under pressure and manage work with shifting priorities and tight deadlines.

Preferred Qualifications

- Experience planning and facilitating interactive trainings for 15-30 people
- Proficiency in the following: EveryAction, Office 365 (including SharePoint), PowerAutomate, Hustle or other texting platform
- Experience in a teaching or education position.

Compensation

Salary range is expected to be \$54,100-\$62,000 plus a competitive benefits package that includes paid family leave and contribution to child care costs.

This full-time, 40 hr/week position is a hybrid position, based in our Montpelier, VT office and requires:

- At least 2 days a week working out of the Montpelier, VT office
- Limited travel, primarily within the state
- Limited night and weekend work
- Ability to periodically lift up to 40 pounds with or without accommodation

To Apply

Please submit one document containing a cover letter (including your interest and/or commitment to LGK's mission and the core values that guide our work) and resume through Acquire4Hire:

<https://vtsharedservices.acquire4hire.com/careers/details.json?id=71899&source=17>

We are committed to building a work community that is inclusive and represents a vibrant diversity of background, experience, perspective and thought. Candidates across all markers of

identity (age, race, gender, ability, communication styles, nationalities, etc.) are highly encouraged to apply.